



APPLICATION PACKAGE

I. Instructions to Achieve Certification

To join the Green Business Network, please complete the following:

1. Complete a self-assessment located in Tab 5 of this package. You must submit two environmental practices within each required category to achieve certification.
2. If you require additional environmental actions, create and implement an environmental management plan located in Tab 6. Refer to the Green Business Best Management Practices located in Tab 7 in this application package.
3. Initiate environmental sustainability practices, train your employees to follow your environmental management plan, post and promote these practices in your everyday business activities.
4. Complete the application form in this section and schedule a visit with a member of the Environmental Division for certification.
5. After your certification, continue to monitor and evaluate your environmental performance. Complete the bi-annual report located in Tab 8 and annual report located in Tab 9 to ensure re-certification for the following year.
6. Contact the Environmental Division at 305-673-7080, or email at environment@miamibeachfl.gov if you have any questions or require additional resources or assistance in becoming certified.

II. Principles and Guidelines

The Green Business Network certification process requires a level of commitment that may be a simple process for some, or more of a challenge for others. Businesses must take the time to assess their facility and determine realistic objectives and goals. The Environmental Division will be available to

assist businesses in acquiring the resources needed to reach their goals. The following principles will also ease the implementation process of an environmental program:

a) Integrated Management Commitment: management should officially introduce the Green Alliance program to their employees. This will enforce the importance of implementing environmental sustainability into the management and operation of the business, and will help you to achieve your goals.

b) Environmental Assessment: assessing your current situation will identify areas in need of attention, while also evaluating opportunities for improvement. This is an important aspect that will determine the future of your program.

c) Environmental Leader: an environmental leader should be assigned to coordinate and assist other employees with the program. The individual(s) does not need to have an environmental background, but should be enthusiastic and committed to the program. The environmental leader will also act as liaison between the business and the Environmental Division.

d) Communication: determine the method of communication amongst your staff. This is an important factor for the continuous success of the program.

e) Goals and Projects: when creating your program, goals should be set to identify environmental practices for continued improvement. A list of the projects that will help achieve those goals should be created.

f) Evaluate and monitor the program: identify a way to evaluate and monitor the program. This will provide a method to assess the strengths and weaknesses, which will then address any improvements that are needed.

g) Reports: A Bi-Annual report must be submitted on the progress of the program during the first year. An Annual report, as well as a new environmental management plan that demonstrates continuous improvement, must be submitted for re-certification. A complete yearly review will be conducted for re-certification, which will include an inspection by the Environmental Division.

III. Commitment

The Miami Beach Green Alliance is a voluntary program. By signing and submitting the application form, you are simply expressing intent to create an environmental program in order to become a part of the Alliance. You are not entering a contractual agreement nor obligating yourself to perform any green activities in the future. Yet if you wish to receive certification, you must be in compliance with certification requirements.



Miami Beach Green Business Network Application Form

I. Contact Information

Business Information

Name of Business: _____

Address: _____

City: _____ Zip Code: _____

Main Phone Number: _____

Point of Contact

Name: _____

Position Title: _____

Phone Number: _____

Email Address: _____

II. Requirements

Certification will rely on the implementation of environmental practices from the following categories. Businesses must submit two environmental practices within each category to achieve certification. For example, the installation of water saving faucet fixtures would be an environmental practice within the category of Water Conservation. A sample category and sample environmental practice is provided below. Please refer to the Green Business Best Management Practices to gain information on how to improve your environmental performance.

Sample Category: Water Conservation

Sample Environmental Practice 1:

All water faucets in the building have been replaced with low flow fixtures that use 2 gallons per minute (gpm).

Sample Environmental Practice 2:

50% of toilets in the building have been replaced with low flow toilets that use 1.6 gpm. (Be sure to state the number of fixtures and the gpm of the fixtures installed).



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Water Conservation (i.e. installation of low flow faucets, toilets, etc)

Environmental Practice 1:

Environmental Practice 2:

Energy Conservation (i.e. installation of energy efficient equipment, purchase of green power, etc)

Environmental Practice 1:

Environmental Practice 2:

Waste Reduction (i.e. implement recycling program, purchase recycled content materials, etc)

Environmental Practice 1:

Environmental Practice 2:

Operations and Management (i.e. include environmental goals in your mission statement, etc)

Environmental Practice 1:

Environmental Practice 2:

Additional Sustainability Practices (i.e. sustainable transportation, green development, Stormwater management)

Environmental Practice 1:

Environmental Practice 2:



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Upon receiving your application, a coordinator for the program will contact you. The coordinator will help answer any questions. Additional information and resources can be found at www.miamibeachfl.gov or by contacting 305-673-7000 x2609.

Application for Admission

I have read and I understand the information provided in this application and I am interested in pursuing the participation of my business in the Miami Beach Green Business Network.

Signature of General Manager/Owner

Date



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

ENVIRONMENTAL RESOURCES MANAGEMENT DIVISION

Tel: 305-673-7080, Fax: 305-673-7028

Email: environment@miamibeachfl.gov